

# OFFICE OF STATE EMPLOYMENT RELATIONS

## *DIVISION OF MERIT RECRUITMENT AND SELECTION BULLETIN*

**Date:** November 23, 2004

**Subject:** Miscellaneous Classification Plan Changes

**Locator No:** OSER-0055-MRS/SC

Pursuant to s. 230.09, Wis. Stats., the Director of the Office of State Employment Relations (OSER) has approved the classification plan changes identified on this bulletin. Regardless of the actual notification date, the **effective date is November 14, 2004**, unless otherwise stated.

1. *Abolish* the **Assistant Administrator, Executive Budget & Planning** classification, **effective November 14, 2004**, as this will not be used in the future and *create* the **Deputy Administrator, Division of State Executive Budget and Finance** classification due to restructuring of the position's duties such that it now serves as a full-line deputy to the division administrator, rather than as an assistant to the division administrator. Reallocation notices will be processed by the agency. Questions may be directed to Tim Borchert at (608) 267-5165 or Llean White at (608) 267-0344.
2. *Modify* the **Administrative Program Management Supervisor** classification specification, **effective November 14, 2004**, to add an allocation for new UW System statewide Human Resources Information System (HRIS) management positions. No reallocation notices are required for this action. Questions may be directed to Dean Paynter at (608) 266-1014.
3. *Modify* the **Bookstore/Museum Gift Shop Assistant Manager** classification specification, **effective November 14, 2004**, to add an allocation for employees managing small bookstores. The agency will process reallocation notices for the affected positions. Questions may be directed to Dean Paynter at (608) 266-1014.
4. *Modify* the **Physical Therapy Assistant** classification specification, **effective November 14, 2004**, to add the licensure requirement for positions titled Physical Therapy Assistant. No reallocation notices are required for this action. Questions may be directed to Dean Paynter at (608) 266-1014.
5. *Modify* the **Revenue Customer Service Representative-Advanced** classification specifications, **effective November 14, 2004**, to add an allocation for positions that handle complex questions regarding electronic filing. No reallocation notices are required for this action. Questions may be directed to Dean Paynter at (608) 266-1014.
6. *Modify and retitle* the **Chief, Food/Meat Technical Services Section** classification specification, **effective November 14, 2004**, to **Chief, Regulatory and Technical Services** at the request of the Department of Agriculture, Trade and Consumer Protection, to add an allocation for another Chief (Division Compliance). No reallocation notices are required for this action. Questions may be directed to Pat Waterman at (608) 266-8149.

### **Internet Availability:**

The target date for the availability of classification specifications from this bulletin on the OSER web site is November 29, 2004. This is the only notification DMRS will be providing, so please share this information with appropriate agency staff. Any questions should be directed to Debra Bower at (608) 267-5162.

**Alphabetical Listing of Classifications:**

The Alphabetical Listing of Classifications (Alpha List) is also available on the OSER web site at <http://oser.state.wi.us>. Go to the reference center tab and then Alphabetical Listing of Classifications. The Alpha List is updated monthly after classification plan changes are implemented. The date of the last update is listed at the top of the document. Please contact Wil Mickelson at (608) 266-0714 if you have any questions about information contained in the Alpha List.

**Contact Points:**

Questions may also be directed to the appropriate analyst at the OSER Fax number (608) 267-1000 or by e-mail at (using the analyst's name) [firstname.lastname@oser.state.wi.us](mailto:firstname.lastname@oser.state.wi.us).

---

Patricia M. Almond, Administrator  
Division of Merit Recruitment and Selection

Classification					FLSA		Job Group	CIC Code	
Class Code	Pay Range	Unit Code	EEO Cat.	FLSA	LTE Code				
<b><u>ABOLISH</u></b>									
1)	Assistant Administrator, Executive Budget and Planning	09250	81-01	19	1	E	N	001	005
<b><u>CREATE</u></b>									
1)	Deputy Administrator, Division of State Executive Budget and Finance	09350	81-01	19	1	E	N	001	005
<b><u>MODIFY</u></b>									
2)	Administrative Program Management Supervisor	54130	81-02	98	2	E	N	003	022
3)	Bookstore/Museum Gift Shop Assistant Manager	06160	81-05	18	2	E	N	016	243
4)	Physical Therapy Assistant	39860	06-13	06	3	N	N	262	446
5)	Revenue Customer Service Representative-Advanced	12104	02-12	02	5	N	N	187	313
<b><u>MODIFY AND RETITLE</u></b>									
6)									
<b>OLD</b>	Chief, Food/Meat Technical Services Section								
<b>NEW</b>	Chief, Regulatory and Technical Services	71040	81-02	98	1	E	N	003	022

**Note:** Agencies are reminded to record relevant changes in the Job Group Listings distributed by the Division of Affirmative Action.

**Effective Date: 1-6: November 14, 2004**